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| <br><b>King County</b> | <b>Department of Adult and Juvenile Detention</b><br><b>Adult Divisions</b><br><b>General Policy Manual</b> |                               |  |
|                                                                                                         | <b>Chapter 7</b><br><b>Resident Services</b>                                                                |                               |  |
| <b>7.04.003,</b><br><b>Food Services Management and Operations</b>                                      | Approved By:                                                                                                | Director Allen Nance          |  |
|                                                                                                         | Effective Date:                                                                                             | November 26, 2024             |  |
|                                                                                                         | Reviewed By:                                                                                                | PRC, Food Services Supervisor |  |
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### Policy

It is the policy of the department to provide a well-managed and operational food services to staff and residents. There shall be established guidelines to assist in the preparation and delivery of meals for resident consumption three (3) times each day, breakfast, lunch and dinner. This policy shall also address the prevention and spread of food borne illness resulting from improper food handling practices or inadequate kitchen facilities. The resident menus shall be developed and approved by a Washington State approved certified dietitian.

### References

[Washington Retail Food Code](#)

### Definitions

**Certified Dietitian:** A Washington State certified dietitian.

**Food Sanitation Survey report:** A Public Health/Seattle-King County form utilized during inspections of the department kitchen facilities.

#### A. General Guidelines

1. The food services program shall be under the supervision of a full-time Food Services Supervisor.
2. The Food Services Supervisor shall:
  - a. Ensure that residents are provided three (3) wholesome, nutritious, balanced meals per day as approved by a certified dietitian. Two of the meals provided will be served hot.
  - b. Ensure that federal, state, and local food services standards are met.
  - c. Ensure that the Public Health/Seattle-King County conducts its required inspection.
  - d. Maintain compliance with accreditation standards set by the NCCHC.

#### B. Menu Planning

1. The department shall contract with a licensed dietitian to prepare menus that conform to all federal, state and local nutritional standards.

2. Menus shall be based on nutritional values, cost and available equipment to meet the needs of the adult population.
3. Menus shall be posted for kitchen staff to view and prepare.
4. Working with the general food services supervisor, the approved certified dietitian shall review all menus bi-annually to ensure nutritional adequacy.
5. Using the dietitian/staff's menu planning system the licensed dietitian shall modify menus as needed to plan and implement nutritionally adequate meals.
6. The food services supervisor shall maintain a file in their Maleng Regional Justice Center (MRJC) office of all reviews conducted by the certified dietitian.

### **C. Preparation and Delivery of Meals**

1. Meals shall be prepared following a standardized three-week menu cycle using approved recipes only.
2. Meals shall be prepared under strict sanitary standards, as set forth by Public Health/Seattle-King County.
3. Resident meals shall be provided three (3) times each day, breakfast, lunch, and dinner with at least two (2) of these meals being served hot in any given day.
4. There shall be no more than fourteen (14) hours between meals on any given day.
5. Meals shall be prepared as close to serving time as possible, adhering to sanitary conditions.
6. Hot meals shall be served on insulated trays, with the exception of residents housed in psychiatric housing receiving paper trays.
7. Insulated trays shall:
  - a. Be stacked one on top of each other with a cover provided for each tray to contain heat.
  - b. Be stacked on transport carts properly to prevent any spilling or tipping.
8. Transport carts shall be loaded with trays and delivered to the respective floors/units within twenty (20) minutes after the cart is loaded.
  - a. At the King County Correctional Facility (KCCF), the transport carts will be loaded, and the officers will retrieve the cart from the kitchen and deliver it to the designated floor/unit for serving.
  - b. At the MRJC, resident workers shall deliver the food carts to the sally port of each unit.

### **D. Food Services Safety and Sanitation**

1. The department shall maintain standard safety and sanitation practices while preparing meals and providing food services for staff and residents within its facilities.
2. Resident workers shall:
  - a. Receive a pre-assignment medical examination to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils.
  - b. Receive safety and sanitation briefings prior to being assigned to work in the kitchen.
  - c. View a film regarding food safety and sanitation in food preparation.
  - d. Receive additional training from food services staff after their assignment to the kitchen.

3. Public Health/Seattle-King County routinely conducts unannounced inspections of the food services section.
  - a. Inspections are conducted to ensure compliance with safety and health codes.
  - b. Copies of the inspection(s) are maintained in the food services supervisor's office at MRJC.
  - c. A copy of all inspections shall be forwarded to the facility commanders.

#### **E. Kitchen Inspection and Food Storage**

1. The food services section shall be inspected bi-annually by Public Health/Seattle-King County.
  - a. The inspection shall utilize the standard Food Sanitation Survey Report.
  - b. A copy of this report shall be kept on file in the food services area and a copy shall be forwarded to the facility commander at each facility.
  - c. All deficiencies noted as critical shall be corrected immediately.
  - d. The food services supervisor shall initiate a corrective report of deficiencies that shall be kept on file with a copy being forwarded to the facility commander with the Food Sanitation Survey Report.
2. The food services section shall be inspected at least twice a day by each shift cook.
  - a. The food services supervisor shall review the daily inspection reports.
  - b. Completed and reviewed daily inspection reports shall be kept on file at each facility.
3. A food services staff member shall inspect food items upon delivery to the facility.
  - a. Food item deliveries shall be inspected for:
    - 1) Verification of delivery in a refrigerated vehicle.
    - 2) Proper temperature at time of delivery.
    - 3) Use by and expiration dates.
    - 4) Any damage to containers/packaging or contents.
  - b. Items that are found with improper temperatures, expired dates, damaged packaging or contents shall not be accepted.
4. Food storage areas shall be kept clean and orderly at all times.
  - a. Food items shall be stored at least six (6) inches from the floor and protected from contaminants.
  - b. Food items shall be dated upon arrival and storage.
  - c. Food items shall be rotated on the basis of "first item in will be the first item out" system.
  - d. Perishable food items shall be stored in refrigerated areas.
    - 1) Temperature logs shall be posted on refrigerated storage units.
    - 2) To ensure proper temperatures are maintained, temperature readings shall be entered into logs at least once daily.

#### **F. Food Services Utensil Control**

1. The food services section shall maintain a system of inventorying and tracking the use and return of kitchen utensil items by resident workers.

2. At the beginning of each shift and at the end of the evening shift, all items are counted and compared to the posted inventory sheets and written in the logbook.
  - a. If any item is missing, staff shall check the logbook to verify if the item is signed out.
  - b. If the missing item is not accounted for in the logbook, food services staff shall notify the supervisor on shift in the kitchen.
    - 1) If the item is not found, a shakedown of the kitchen will take place to find the missing item.
    - 2) If the missing item is not located during the shakedown, a duty sergeant shall be notified of the missing item immediately.
  - c. If an item is discovered missing while resident workers are in the kitchen, food services staff shall notify corrections staff immediately if trying to remove any worker(s) from the area.

All inspections forms, logs and logbooks shall be forwarded to the Records Unit annually for archiving.